

JOB POSTING

**CONNECTICUT MENTAL HEALTH CENTER
DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
MENTAL HEALTH SERVICES MANAGER - POSITION NUMBER CM 26529**

[PLEASE FOLLOW THE SPECIFIC APPLICATION INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Location: CONNECTICUT MENTAL HEALTH CENTER
Program/Unit: ADMINISTRATION (FISCAL SERVICES) (34 Park Street, New Haven, CT 06519)
Shift/Schedule/Hours: Monday through Friday – 8:30 a.m. to 5:00 p.m.
Salary: \$75,653.00 Annually
Posting Date: June 12, 2012 **Closing Date:** June 18, 2012

Duties may include but not limited to: Serving as the chief budget officer and financial manager for the DMHAS-operated and funded portion of CMHC with responsibility for a \$50M budget, assuring that expenditures are in compliance with all applicable requirements, policies, regulations and statutes and within budgetary parameters established by DMHAS; Working in close collaboration with other senior leaders, managers and administrators of CMHC in the formulation, refinement and execution of policies and related procedures for the administration, governance and management of the facility; Conferring with and advise clinical as well as research leaders and unit managers on a broad range of administrative, regulatory, financial and operational issues in support of CMHC's multi-faceted clinical, research and teaching missions; Providing a high level of consultation and support to clinical program leadership on resource allocation as well as development of expanded and new programs to assure appropriate budgeting and related administrative supports; Periodically inspecting the main building as well as satellite locations to inform ongoing budgeting/purchasing/contracting for equipment, furnishings, floor coverings and other environmental aspects of the facility; Supervising business management functions including but not limited to budget preparation, budget monitoring, financial accounting and reporting, purchasing, contracting, leasing, property/inventory control, petty cash, patient activity accounts, patient valuables, State vehicle management, vending machine operations, and reimbursements from a variety of Yale University sources; Providing fiscal oversight and assuring adequate safeguards and internal controls over the CMHC patient money management program; Supervising and exercising fiscal, budgetary and operational control over the CMHC employee/visitor cafeteria; Providing consultation and fiscal/administrative support to CMHC's local mental health authority function, encompassing DMHAS grant/contract funding of more than \$10M for 18 different non-profit agencies; Working closely with State, DMHAS and other auditors to facilitate reviews, providing responses to findings and recommendations and implementing corrective/remedial actions as appropriate; Collaborating with other CMHC leaders, managers and department heads on review, preparation and oversight of disaster preparedness and other necessary contingency plans to assure minimal disruption of operations and critical patient care and research activities; Performing other related duties as required.

General Experience and Training: Eight (8) years of experience in business administration or health care administration involving responsibility for financial management or budget development.

Special Experience and Training: Four (4) years of the General Experience must have been in professional mental health, mental retardation, or general hospital administration.

Special Requirements: Must possess and maintain a current motor vehicle operator's license.

Eligibility Requirement: State employees currently holding the above title or those who have previously attained permanent status or candidates who possess the general and special experience and training may apply.

Note: Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

Application Instructions:

Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12)

To be considered for this position:

1. **DMHAS employees who are lateral transfer candidates** (example: Mental Health Assistant 1 applying to a Mental Health Assistant 1 posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed
2. **DMHAS employees who are promotional/demotional candidates** must submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
3. **All other applicants** must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

PLEASE SEND APPLICATIONS TO:

DMHAS – Connecticut Mental Health Center
Robert Paolitto, Human Resource Specialist, (203) 974-7634
34 Park Street, New Haven, CT 06519
Fax : (203) 974-7637
Email : Robert.Paolitto@po.state.ct.us

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at www.ct.gov/dmhas/employmentopportunities

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers. Women, minorities and persons with disabilities and in recovery are encouraged to apply. MP